

**STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
OFFICE OF YOUTH SERVICES**

**RFP #HMS-502-08-03  
“Services for the Hawaii Youth Correctional Facility”**

**QUESTIONS AND ANSWERS**

The following are responses to the written questions submitted either at the RFP Orientation Session conducted on November 16, 2006 or received in writing by November 24, 2006, as specified in Section 1 of the RFP.

**Administrative, Background, and Format**

Q1. Are there start-up funds available?

A. **No, the funds being awarded are not intended for start-up services. Applicants should be ready to receive youth and provide services on July 1, 2007.**

Q2. Are non-Hawaii providers encouraged to bid?

A. **All qualified applicants are encouraged to submit proposals.**

Q3. Does the State have some “best practices” or preferred cost allocation plans? If not, where are acceptable templates to be found?

A. **Refer to RFP Section 3-RFP Proposal Application Instructions, V-Financial, B-Other Financial Related Materials, 1-Accounting System. To demonstrate the existence of an adequate accounting system as described in administrative rules, interested applicants should include documentation in the proposal to demonstrate expenditures are allocated based on a plan that is reasonable, appropriate and lawful. The OYS does not have a preferred format, template, or suggested “best practice” for the Cost Allocation Plan. Applicants should confer with their accounting office and possibly the Internet for possible formats to meet this requirement and their agency needs.**

Q4. What is the expiration date for the tax clearance?

A. **Refer to Section 1-Administrative Overview, VIII-Submission of Proposals, A-Forms/Format, 5-Tax Clearance (page 1-5). Applicants should submit a certified copy of a valid tax clearance certificate obtained from the State Department of Taxation and the Internal Revenue Service (IRS). For the initiation of a contract, a tax clearance is valid for six months from the date of approval.**

Q5. Please clarify expected font size and margin requirements.

A. **The narrative sections of the application should be typed in New Times Roman 12-point font with 1 inch margins.**

Q6. Are there any limitations on the Attachments?

A. **Attachments should support, justify, clarify, and enhance the narrative content of the proposal. An attachment generally is not a stand alone document that sufficiently**

**substitutes for the narrative or the application as a whole. Attachments should be referenced in the narrative of the proposal but are not included within the page limits for each section.**

- Q7. Can one organization submit multiple proposals if each site is independently operated?
- A. **Yes. An agency may choose to submit multiple proposals for multiple sites. Multiple applications for one site for the same service from one agency are not allowed.**
- Q8. Are separate, individual proposals required if applying for multiple grants?
- A. **Yes. One proposal should be submitted for each service area. An agency may choose to submit multiple applications for multiple sites. Multiple applications for one site for the same service from one agency are not allowed.**
- Q9. Are separate, individual proposals required if applying for funding for identical programs but different islands?
- A. **Refer to RFP Section 2-Service Specifications, I-Introduction, E-Geographic Area of Coverage. The necessity for individual proposals for different islands varies depending on the requested service. If the geographic distribution of awards has been identified in the RFP, the applicant should propose services accordingly. Awards will be determined based on the degree to which the identified needs and proposed services address the service specifications described in the RFP.**
- Q10. If one organization is capable of providing services for more than one service area, must it submit one or multiple proposals?
- A. **One proposal should be submitted for each service area.**
- Q11. Will OYS strongly consider the ability for each organization to deliver the services proposed?
- A. **Yes. Through the application and review process, each proposal will be evaluated based on the merits of the proposed service plan in addressing the requested service needs and requirements, and the ability of the applicant to provide those services.**
- Q12. Does the point of contact required to verify experience refer to internal organizational contact or outside reference? (Section 3, II. Experience & Capability, B. Experience.)
- A. **Refer to Section 3-RFP Proposal Application Instructions, II-Experience & Capability, B-Experience. To verify successful, relevant experience the applicant should provide contact information for external references and/or past Funders.**
- Q13. Will OYS be prepared to facilitate the federal criminal history records check and fingerprinting for provider agencies effective 7/1/07?
- A. **Refer to RFP Section 2-Service Specifications, III-Scope of Work, B-Management Requirements, 1-Personnel. OYS is currently working with the DHS toward establishing procedures to assist the Providers with the implementation of this requirement.**
- Q14. Does OYS have fingerprinting capability?
- A. **No, not at the present time. OYS expects to have the capability in place by July 1, 2007.**

- Q15. How can contractors comply with the fingerprint requirement?
- A. **OYS expects to have a fingerprinting process in place by July 1, 2007. Providers will be informed of procedures at that time.**
- Q16. Please clarify what is requested for the “proposed budget supported by cost analyses for similar services provided by the applicant during the past three years.” (Section 4, Financial Evaluation)
- A. **The request of actual costs for the past three years is specific to the proposals for residential services and not required in this RFP for services for the Hawaii Youth Correctional Facility.**
- Q17. Is *Communities that Care* an appropriate “comprehensive needs assessment” for the RFP?
- A. **Yes. An assessment that identifies or promotes the understanding of the risk and protective factors or strengths and needs for a particular population and/or community would be helpful in justifying the proposed services for that population and community. The intent of the OYS is to award funds for services based on the appropriateness of the services to address the identified needs and contribute to the achievement of objectives and outcomes for the specified services in the most comprehensive and cost effective manner.**
- Q18. Is the work plan discussed in the Service Delivery of Section 3 the same as the Scope of Work outlined in Section 2? If not, is there any specific format for the work plan required?
- A. **Refer to Section 2-Service Specifications, III-Scope of Work and Section 3-RFP Proposal Application Instructions, IV-Service Delivery. The applicant should propose services to address the requested activities and service components described in the Scope of Work. The description of the proposed services should be supported by a work plan that conveys how the proposed service activities will be carried out by the applicant. As stated in the RFP, the applicant should refer to both Sections 2 and 3 when completing the proposal to ensure the most comprehensive and adequate description. The OYS does not specify a template or form for the work plan description.**
- Q19. Is OYS opposed to tables and/or charts in the Service Delivery description in the proposal or is it preferred to have them as attachments?
- A. **OYS is not opposed to the use of charts and tables in the text or as attachments. The applicant should utilize the format that best conveys the proposed service plan with accuracy and clarity. Attachments should be referenced in the narrative of the proposal but are not included within the page limits for each section**
- Q20. Are agencies to propose output and performance measures and should they be included in the service delivery section of the proposal?
- A. **Yes. Refer to Section 2-Service Specifications, III-Scope of Work, B-Management Requirements, 4-Output and Performance Measures for specific requirements of individual service areas. Applicants should include projections of numbers of youth to be served and determine measures that will be used to assess the impact of services on program participants and the effectiveness of strategies and service delivery. The “Output and Performance Measures” discussed in the service delivery section may be**

**supported by another format in the attachment section of the proposal. If and when OYS establishes or modifies performance measures and tracking and reporting mechanisms and forms, contractors will be notified of necessary changes and the requirements.**

Q21. Please elaborate the “Performance and Output Measurements” described in Section 5-1 “Sample Table of Contents.”

**A. Refer to Section 5-Attachments, A-Sample Table of Contents. Attachment A is a sample format for the Table of Contents for proposals provided by the State Procurement Office. The applicant may choose to follow the sample and include information related to “Performance and Output Measurements” as attachments in table form.**

Q22. Please clarify which format should be followed for the service delivery. Do we follow what’s indicated in RFP Section 3 (page 3-4) or do we follow the outline of the scope of work indicated for each service specification in RFP Section 2?

**A. Refer to Section 2-Service Specifications, III-Scope of Work, A-Service Activities and Section 3-RFP Proposal Application Instructions, IV-Service Delivery and Section 4-RFP Proposal Evaluation, III-Evaluation Criteria, B-Phase2-Evaluation of Proposal Application, 3-Service Delivery. Applicants should include enough information to clearly and adequately describe the plan for service delivery which addresses and integrates requested aspects and components of the service.**

Q23. If one proposal is for multiple sites and less than the number of sites proposed are selected, would the entire proposal be rejected?

**A. The intent of the OYS is to award funds on the appropriateness, comprehensiveness, and cost effectiveness of the proposed service delivery to address the identified needs and requested services. Further, with respect to the anticipated allocation of funds to specific sites or geographic areas, it is not possible to determine the best possible configuration of services for the State until such time as all proposals are evaluated.**

Q24. Do the proposals for all of the specific service areas require some community needs assessment?

**A. See RFP Section 2. Service Specifications. The intent of the OYS is to award funds for services based on the appropriateness of the services to address the identified needs in the most comprehensive and cost effective manner. Since interested applicants should propose specific programs and services that will address the unique needs and issues of youth in their community and contribute to the achievement of objectives and outcomes for specified services, information from a needs assessment is recommended.**

Q25. In the event that some service areas do not require a community needs assessment, can we still include one to help us with that service delivery section?

**A. See Q #24. Since interested applicants should propose specific programs and services that will address the unique needs and issues of youth in their community and contribute to the achievement of objectives and outcomes for specified services, information from a needs assessment or similar source to justify and support the proposal is recommended.**

Q26. Can agencies request more funds though each specific service specification has approximate funding levels stated?

- A. **Yes, applicants may propose budgets for any amount to provide the requested service. Although approximate funding amounts may be indicated in the RFP, awards will be based on the uniqueness and appropriateness of proposals affording the best configuration of services for the State and the POS resources available to the OYS.**
- Q27. If an agency intends to apply for more than one service area, i.e. Positive Youth Development and Youth Gang Prevention and Intervention, does this require two separate proposals?
- A. **Yes. A separate proposal should be submitted for each of the service specifications listed in Section 2 of the current RFPs issued by the OYS.**
- Q28. Is an agency permitted to submit multiple proposals for different sites?
- A. **Yes. An agency may choose to submit multiple applications for multiple sites. Multiple applications for one site for the same service from one agency are not allowed.**
- Q29. Can an agency with multiple sites in different communities submit one proposal for multiple sites, submit one proposal for each site (multiple proposals), or is an agency allowed to submit only one proposal for only one project site?
- A. **Multiple applications for one site for the same service from one agency are not allowed. An agency may submit proposals for multiple sites. See Q #28 above.**
- Q30. Please clarify the number of proposals needed to be submitted by an agency wanting to provide both positive youth development and truancy prevention in two different communities in one of the identified geographic regions.
- A. **This question appears to relate to HMS 501-08-01. A separate proposal should be submitted for each of the service specifications listed in Section 2 of the RFP.**

### **Funding**

- Q31. How did OYS estimate the amount of award relative to the scope of services?
- A. **The OYS based approximate award amounts on feedback from Providers, expenditure reports for similar past/current services, consideration for statewide coverage of services for youth, and the OYS purchase of service (POS) budget approved by the State Legislature.**
- Q32. Is the funding for two or four years?
- A. **Refer to RFP Section 2-Service Specifications, I-Introduction, F-Probable Funding Amounts, Source and Period of Availability. The initial contract term is either July 1, 2007 – June 30, 2009 or October 1, 2007 – September 30, 2009. The award indicates the amount of funds for one 12-month budget period of a 24-month funding period.**
- Q33. The RFP states that extensions are possible so does that mean carryover or additional funding in years 3 and 4?
- A. **Refer to RFP Section 2-Service Specifications, I-Introduction, F-Probable Funding Amounts, Source and Period of Availability. There may a possibility for an extension of the initial award period. Each budget period of the funding period requires a separate**

**budget for additional funds, and there will be no carry over of funds from one budget period to the next.**

Q34. How much money has been re-directed to residential services since there are options for providers to refer youth?

**A. The approximate total amount of funds available for the requested services is stated in the RFP Section 2- Service Specifications, I-Introduction, F-Probable Funding Amounts, Source and Period of Availability.**

### **Service Specifications**

Q35. Do private providers operating under a sole proprietorship have to do business as a Corporation? Will points be deducted if a provider is not a corporation?

**A. Sole proprietorships are eligible for receiving funds under this RFP. Points will not be deducted nor given for being a corporation.**

Q36. If a private provider has not had an audit done, how should section 3,V,B regarding the latest Single Audit Report of Financial Audit be addressed?

**A. For a Sole Proprietor, a financial audit is not required.**

Q37. When will HYCF become a short-term assessment center that directs youth to the appropriate services in the community the majority of youth require? Then the safety factor for the 5% of offenders can be addressed at HYCF.

**A. Since this question is not specific to the RFP, there is no answer or response available at this time.**